

Bookkeeping & VAT

Hello! This shows the steps involved with bookkeeping and VAT. It's sometimes useful to be able to see what goes on in the background.

These are the tasks that we are busy getting on with (often in the background):

These are the tasks that we need you to do for us please:



BOOKKEEPING

We can show you how to do this if you get stuck.

You are set up with a Dext account as part of the onboarding process. This allows you to use the app or personalised email address to collate all expenses and invoices easily. This supports digital automation.

www.dext.com/uk

We recommend you try and email in the data as often as possible into, it will save lots of chaser emails from the team.

YES

NO

We will do the following for you:

- Review Dext and Xero
- Check your Xero data to ensure it is as accurate and up to date as possible
- Check the bank balances, make sure there are no old invoices lurking around - both on the payables and receivables.
- Book-keep as much as possible
 - Check fixed assets
- Ensure the balance sheet items are correct (we would only notify you if there were any issues)
 - Check in with you on any unusual transactions

You will need to do the following as often as possible:

Check that the invoices in Dext are posted to the correct category.

Check the VAT treatment is accurate - check the correct amounts of VAT have been applied to each transaction before pushing them through to Xero.

Keep the bank account (reconciliation in Xero) as up to date as possible, and on a regular basis (we recommend at least monthly).

Feel free to email in any questions.

WEEKLY

MONTHLY

How often do we do your bookkeeping?

If we do your bookkeeping weekly the above will be scheduled in each week and we will request missing info from you weekly.

If we do your bookkeeping monthly the above will be done each month. We will also prepare your books once the month has come to an end. E.g. We would process July during August.

If we do management accounts for you, then we aim to get the books done quicker.

We will email you with any queries.

You can review all the reports in Xero as required. You have full access to your Xero account and we do not restrict your access in anyway.

We recommend that you keep an eye on the bottom line.

YES

NO

Do we make payments to suppliers on your behalf?

You pay your suppliers.

We will check that there are sufficient funds to make all the payments.

If there are we will make the payments and send confirmation that this has been done.

If there aren't enough funds we will put together a list of payments we can afford to make and send back for approval. We would ask which suppliers are to be prioritised, then make the payments.

You supply us with a payment list for your suppliers.

We can use the reports in Xero if that is easier, and you can let us know which ones to pay.



VAT RETURNS

YES

NO

Are you VAT registered?

We send a reminder to you at the start of the VAT quarter to remind you that the quarter is up and payment/refund will be due in 5 weeks.

We have a touch point with you at your Year End. However, we will do a quick overall check for you each quarter or during monthly payroll.

Check the email reminder and update the team with missing info.

If we do your bookkeeping, we ensure your books are up-to-date (see above).

If you do your own bookkeeping, we always recommend that we do the VAT review and submission for you as this way we can pick up on things and let you know if they need fixing.

Unless your business is exempt from VAT, we regularly review your turnover just in case you start to get close to the VAT threshold.

If there are fluctuations in your income, large one-off projects, and you're NOT VAT registered, please let the team know in case you need to be VAT registered, because you may go over the VAT threshold.

We run and check the VAT to ensure it has all has been treated correctly. Then we send you a draft copy of the VAT return which shows the draft VAT figure.

Let the team know you have approved the VAT Return to be submitted to HMRC.

You need to confirm that you are happy with the VAT return before we submit it to HMRC.

We submit it on your behalf and send you an email to confirm it's been submitted, how much and how to pay and what reference to use.

If you have been set up on a direct debit, we will notify you of when it will come out of your account, otherwise a manual payment needs to be made.

Schedule the payment if you make the manual payment for the date given in the email.

Please use the details below if you need to get in touch, or book an appointment with the team using this link:
<https://soaring-falcon.youcanbook.me>

Need to free up more of your time to focus on growing your business? We offer lots of additional business services, so please do get in touch with our team to discuss how we can help you balance the value of the service against the value of your time - so you can make a smart decision about which services to outsource.